



Coronavirus Disease 2019 Mitigation Policy

Board Approved: Resolution 2020R-11
Effective Date: November 4, 2020
Amended Date: December 9, 2020

I. Administrative Intent

It is the administrative intent of this policy for Village of Savoy, as an employer and provider of services to the public, to adhere to all federal, state, and local guidance related to the mitigation of Coronavirus Disease 2019 (COVID-19) as provided by the Centers for Disease Control (CDC), the Illinois Department of Public Health (IDPH), the Champaign County Health Department (CCHD), and the Champaign-Urbana Public Health District (CUPHD). All Village policies and procedures related to COVID-19 will be based upon and updated based on guidance from those government entities.

II. Policy Background Information

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. Per the IDPH, "The first case of COVID-19 in the United States was reported January 21, 2020 and the first confirmed case in Illinois was announced January 24, 2020 (a Chicago resident). The first cases outside Chicago and Cook County were reported March 11, 2020 in Kane and McHenry counties."

- CDC COVID-19 Information: www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html
- IDPH COVID-19 Information: <https://www.dph.illinois.gov/covid19/statistics>
- Illinois COVID-19 website: <https://coronavirus.illinois.gov/s/>
- CUPHD COVID-19 website: <https://www.c-uphd.org/champaign-urbana-illinois-coronavirus-information.html>

A. Symptoms of COVID-19: Symptoms of COVID-19 Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

B. How COVID-19 Spreads: Per the CDC, "the virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet, or 2 arm lengths). It spreads through respiratory droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, sings, talks, or breathes. These particles can be inhaled into the nose, mouth, airways, and lungs and cause infection. This is thought to be the main way the virus spreads. Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by touching the surface or object that has the virus on it and then touching their own mouth, nose, or eyes. Spread from touching surfaces is not thought to be the main way the virus spreads. It is possible that COVID-19 may spread through the droplets and airborne particles that are formed when a person who has COVID-19 coughs, sneezes, sings, talks, or breathes. There is growing evidence that

droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk.”

Additionally, “COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.” <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Spread>.

- C. Restore Illinois:** Restore Illinois is the State of Illinois’ five-phased plan to reopen the State. You can review the plan by visiting <https://coronavirus.illinois.gov/s/restore-illinois-introduction>. Restore Illinois will be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Village is in Region 6 (East-Central).

Additionally, the State released a mitigation plan to complement their efforts to slow the spread of COVID-19. Mitigation efforts are based on a region-by-region basis. If a region meets the resurgence criteria, a tiered menu of mitigation options will be considered. If sustained increases in health metrics continue unabated, further mitigations could be added from additional tiers. To review the mitigation plan, please visit <https://coronavirus.illinois.gov/s/restore-illinois-mitigation-plan>.

- D. Masks:** Per the CDC, masks are “...a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with [emerging evidence](#) from clinical and laboratory studies that shows masks reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of masks is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.” Additional information on face-coverings care available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>.

It is important to note that wearing masks alone will not prevent an individual from contracting COVID-19. In fact, an individual can take all the preventative measures currently suggested and still contract the virus. In conjunction with proper hygiene, and when properly utilized and cleaned, masks are an important mitigation step to take.

Per Gubernatorial [Executive Order 2020-32](#), and effective May 1, 2020, “Any individual who is over age two and able to medically tolerate a face-covering (a mask or cloth face-covering) shall be required to cover their nose and mouth with a face-covering when in a public place and unable to maintain a six-foot social distance. Face-coverings are required in public indoor spaces such as stores.”



III. Mitigation Procedures

A. Reporting for Work

1. You should not report for work if you are experiencing symptoms of COVID-19, which include fever (100.4° F or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, and diarrhea.
2. Employees are required to answer the self-check questionnaire upon their arrival to their worksite. If you are experiencing any of the COVID-19 symptoms listed or are experiencing a fever at or above 100.4° F or higher, employees are required to leave the worksite immediately and to communicate with their supervisor as soon as practical. Employees who leave their worksite under these conditions may be subject to the Families First Coronavirus Response Act (FFCRA).

B. Workplace Habits, Cleaning, and Disinfection

1. Avoid touching your eyes, nose, and mouth.
2. Clean and disinfect workspaces and frequently touched objects and surfaces multiple times throughout the workday. Employees will disinfect communal and high touch equipment and areas after each use.
 - a. Based on the current availability of cleaning supplies, the Village will endeavor to utilize disinfectants that are listed on the United States Environmental Protection Agency (EPA) "N" list available at the website <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>.
3. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom and before eating; after coughing, sneezing, or blowing your nose.
4. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
5. Maintain physical distancing of 6-feet or more from other individuals.

C. Face-coverings

1. **Village Personnel:** While conducting Village business (whether indoors or outdoors), all Village personnel are required to properly utilize face-coverings when they are outside of their private offices; at all times when interacting with members of the public; and at all times when physical distancing of 6-feet cannot be successfully and consistently maintained during interactions.
2. **Members of the Public:** Absent specific guidelines from federal, state, or local health officials to the contrary; members of the public are required to properly utilize face-coverings, at all times, while inside any building owned or operated by the Village. The Village will provide face-coverings to members of the public who are without. Members of the public who remove their face-coverings, while inside any building owned or operated by the Village, will be asked to properly utilize their face-coverings. If members of the public refuse to properly utilize their

face-coverings, while inside any building owned or operated by the Village, they may be asked to leave until they decide to properly utilize their face-coverings.

D. Professional and Personal Travel

1. **Professional Travel:** Absent written authorization from the Village Administrator, all professional travel (trainings, conferences, networking events, etc.) related to Village business is suspended.
2. **Personal Travel:** Employees must take a COVID-19 test upon return from domestic (out-of-state) or international travel. On the first day back from travel, employees are required to take a COVID-19 test. The results of that test must be negative, and a doctor's note confirming such is required before an employee is allowed to return to work.

E. Telecommuting

In general, telecommuting is encouraged as a method of preventing the spread of COVID-19. If an employee desires to telecommute, they must partner with their supervisor and department head to develop an action plan. Before an employee is authorized to telecommute, a telecommuting action plan must be developed, mutually agreed to, and signed by both the employee and their department head. Before an action plan can be implemented, final written approval from the Village Administrator is required. Action plans, at a minimum, must detail:

1. The IT infrastructure and requirements needed to successfully telecommute;
2. The hours of operation for the employee (all overtime must be preapproved by the supervisor);
3. How the employee will accurately track their actual hours worked;
4. How the supervisor and employee will communicate and acknowledge the issuance and receipt of work assignments;
5. What work the employee will accomplish daily;
6. How the employee will document and report on their daily work; and
7. How the supervisor will ensure the veracity and quality of the employee's work.

IV. Families First Coronavirus Response Act (FFCRA)

In addition to the Village's various policies regarding personnel leave statues, the FFCRA applies to all Village personnel. The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Unless otherwise extended, these provisions will apply from April 1, 2020 through December 31, 2020. To read the Act in its entirety, please visit <https://www.congress.gov/bill/116th-congress/house-bill/6201/text>.



V. COVID-19 Testing

Updated: December 9, 2020 – Exposure to a COVID-19 Positive Co-Worker

- A. Testing Site:** Employees needing COVID-19 testing may utilize the free testing site at Market Place Shopping Center located at 2000 N. Neil Street, Champaign. The testing site is located in the parking lot on the East side of the mall. Enter through the South mall entrance off of Market Street. Employees may also contact their healthcare provider for other testing site options. However, if there are costs associated with using an alternative site those costs shall be the responsibility of the employee.
- B. If an Employee Tests Positive for COVID-19:** The employee is prohibited from physically being at any work site or function until being released from isolation by CUPHD. Employee will need to provide their supervisor with a written release from CUPHD.
- C. If an Employee Tests Negative for COVID-19:** That employee must 1) provide their supervisor with written confirmation, from their healthcare provider, confirming this negative result or 2) provide the negative test results as provided by the laboratory conducting the test. Once the healthcare provider confirmation is received by their supervisor, that employee may be permitted to return to work.
- D. Exposure to a COVID-19 Positive Co-Worker:** As of December 4, 2020, the following guidelines are in place per CUPHD.

Critical Infrastructure Employees. To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Determinations on the ability to continue to work will be made by the Village Administrator, or their designee, in consultation with CUPHD.

Non-Critical Infrastructure Employees. Employees who had close contact with someone with COVID-19 are prohibited from physically being at any work site or function for 10 days since the last day they were in contact with the person who tested positive. Quarantine may end, and the employee may return to work, after Day 10 without testing and if the employee does not have symptoms. If symptoms develop at any time, employees should go for testing immediately. Employees may also be released from quarantine, if asymptomatic with a negative test collected on Day 7 or later in their quarantine.

Determinations, of whether an employee is critical or non-critical, will be made by the Village Administrator.

The FFCRA includes firefighters and public works personnel within its definition of emergency responders. The CDC also includes first responders and public service providers as critical Infrastructure workers. Lastly, the Cybersecurity & Infrastructure Security Agency (CISA) includes

public works, first responders, and emergency management administrators and support staff within their designation of critical infrastructure sectors.

Employees will adhere to the following practices prior to and during their work shift:

1. **Pre-Screen:** Employee will measure their temperature and assess symptoms prior to starting work. Ideally, temperature checks should happen before the employee enters the facility.
2. **Regular Monitoring:** As long as the employee does not have a temperature or symptoms, they should self-monitor. The employee's supervisor will periodically check the employee for symptoms throughout their shift.
3. **Face-covering:** As required in Section 3C of this policy, the employee will wear a face-covering at all times while in the workplace.
4. **Physical Distance:** The employee will maintain 6-feet distancing as duties permit in the workplace or on the worksite.
5. **Disinfect and Clean:** All department personnel will clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment routinely.

As a reminder, if the employee becomes sick during the day, they will be sent for a COVID-19 test immediately. Surfaces in their workspace will be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms will be compiled by the employee's supervisor.

As far as notifying co-workers of exposure, the identity of the employee testing positive is not to be circulated beyond those with a legitimate and serious need to know. At all times, the Village will adhere to the medical privacy and confidentiality requirements of all applicable federal, state, and local laws.

- E. **Returning to Work:** Per CDC and IDPH guidelines, decisions about returning to work will be made utilizing a symptoms-based strategy

1. Symptom-based Strategy Process

- a. Employees who are not severely immunocompromised and were asymptomatic throughout their infection may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test.
- b. Employees, who are not severely immunocompromised, with mild to moderate illness may return to work when at least 10 days have passed since symptoms first appeared and at least 24 hours have passed since last fever without the use of fever-reducing medications; symptoms (i.e., cough, shortness of breath) have improved.

VI. Glossary of Relevant Terms

- A. **Close Contact** is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- B. **Exposure** is when a person has more than 15 minutes of close contact, including cumulative over any 24-hour period, with an individual with confirmed COVID-19 while not wearing a respirator or face-covering; or while not wearing eye protection if the person with COVID-19 was not wearing a face-covering.
- C. **Face-covering** is a two or more-layer washable breathable fabric intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing.
- D. **Facemasks (Masks)** are personal protective equipment and are often referred to as surgical masks or procedure masks. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures.
- E. **Incubation Period** is the period of time between exposure to an infection and onset of symptoms.
- F. **Isolation** is the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.
- G. **Mild Illness** is when an individual has any of the various signs and symptoms of COVID-19 (e.g., fever, cough, sore throat, malaise, headache, muscle pain) without shortness of breath, dyspnea, or abnormal chest imaging.
- H. **Moderate Illness** is when an individual has evidence of lower respiratory disease by clinical assessment or imaging and a saturation of oxygen (SpO₂) ≥94% on room air at sea level.
- I. **Quarantine** is the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order.
- J. **Respirator** is personal protective equipment that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles



611 N. Dunlap Avenue | Savoy, Illinois 61874 | Phone: (217) 359-5894 | Fax: (217) 359-0202 | www.savoy.illinois.gov

(including dust particles and infectious agents), gases, or vapors. Respirators are certified by the CDC.